



OCT 24 '74

MEMORANDUM

and forms of proceedings

OUR FILE NO.:

FROM: Clerk of the Legislative Assembly
313 Legislature Building

YOUR FILE NO.:

TO: Members of the Legislative Assembly
Deputy Ministers
Secretaries to Ministers and Members

DATE: October 22, 1974

The following guidelines are offered to facilitate the tabling, filing, transmission and use of documents sought by and provided to Members of the Assembly as a consequence of legislation and orders of the Assembly or voluntarily presented.

QUESTIONS:

Oral -- A question asked during the Oral Question Period which is a request for information that the Minister may be reasonably expected to provide from his personal knowledge.

NOTE: No written statements required, either from the Member requesting the information or the Minister providing the reply.

Written -- A question that is put, after notice has been given, thereby providing preparation time for the Minister in his reply. It is anticipated that the reply will be short and possibly verbal; a copy nevertheless being supplied to the Clerk in order that it may be reproduced in the Votes and Proceedings.

NOTE: Written questions are received from Members' offices in 3 copies. After questions have received the Speaker's approval, they are placed on "Notice" at the back of Votes and Proceedings. When sufficient notice has been served, the questions are placed on the Order Paper to be called on either a Tuesday or a Thursday (whichever comes first).

The replies to questions are also provided in written form (4 copies please) and are usually provided at the time the question is put. (If a question which has been put and agreed to is not answered on the same day, it becomes an "Order for a Return".) The reply should be identified by the number assigned to the question.

MOTIONS FOR RETURNS:

A request for information, usually for documents that are already in existence in the possession of the government.

NOTE: Motions for Returns, provided in 3 copies to the Clerk's Office, and having received the Speaker's approval, are placed on "Notices", then transferred to the Order Paper to be called on a Tuesday or a Thursday.

The reply by the Minister, when he tables the Return, should be identified by the same number assigned to the Motion for Return. (3 copies please)

(continued.....)

Digitized by the Internet Archive
in 2026 with funding from
Legislative Assembly of Alberta - Alberta Legislature Library

DOCUMENTS REQUIRED BY STATUTE OR BY STANDING ORDER OF THE ASSEMBLY:

Annual reports, financial statements and other documents which are required by the Statutes of Alberta or by the Standing Orders of the Legislative Assembly to be tabled in each Session.

NOTE: Two copies of documents of this nature are required. At the Minister's discretion, sufficient additional copies may be provided to the Clerk's Office on the date of tabling for distribution to Members of the Assembly and to the media.

MISCELLANEOUS INCIDENTAL FILINGS (not Tablings):

Written information a Minister or Member may wish to bring to the attention of the Assembly which is not required by Statute or by Standing Orders, and which has not been ordered by the Assembly, i.e. responses to Motions for Returns or replies to Questions.

NOTE: One copy only is sufficient. It is filed with the Legislature Library for Member and public reference. Again, at the Minister's discretion, sufficient additional copies may be provided to the Clerk's Office on the date of filing, for distribution to Members and to the media.

SUMMARY:

<u>Type of Document</u>	<u>Number of Written Copies Required</u>
Oral Question	None
Reply to Oral Question	None
Written Question	3 copies
Reply to Written Question	4 copies
Motions for Returns	3 copies
Replies to Motions for Returns	3 copies
Required by Statute or by Standing Order	*2 copies
Incidental Filings	*1 copy

*At discretion of Minister, sufficient additional copies may be provided for distribution to Members of the Assembly and to the media.

W. H. MacDonald

